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SUPPORT STAFF

MONTHLY REPORT - FEBRUARY 1965

1. Personnel Branch

50X1 a. The total on-duty strength at the end of February was [] an increase of 10 over January. There are 122 applicants, including 45 added during February, currently in process.

b. Representatives of the Recruitment Division, OP, accompanied by representatives of NPIC, conducted recruitment interviews in Norfolk, Virginia, and Eastern Carolina College at Greenville, North Carolina. Emphasis was on geographers.

c. Plans are being made for a briefing of selected Office of Personnel recruiters in regard to NPIC requirements. The purpose of this briefing will be to provide the recruiters with more specifics in terms of the skills and knowledges required by divisions and staffs within the Center.

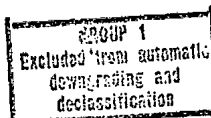
d. A tentative schedule has been set up under which all divisions and staffs in the Center will have their positions audited by a representative of the Salary and Wage Division. TID is the first component on this schedule with the audit beginning on 8 March 1965.

2. Training Branch

a. The Geography of China Course, a total enrollment of 41 people, was completed during this month. Even though the course session on Military Geography had to be cancelled due to unavailability of the instructor, overall reaction of the course was good. Letters of appreciation have been sent to the six instructors who participated in the course.

50X1 b. [] PQDS and Chief, Training Branch met with representatives of the Goodyear Aerospace Corporation to discuss a Rapid Scan Radar Course proposal. This initial discussion indicated that the course was one of substance and value. An informal review of requirements within the Center has indicated that such a course is required at the present time. Action is being undertaken to contract for and schedule this course.

c. The fourth running of the PI course is scheduled to begin on 1 March and will continue through 16 April. The student body is composed of 11 - PID, 1 - TID, 1 - PD, 1 - CSD, 1 - DIA (non-NPIC) personnel.

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d. On-site training programs to a NIKE Site, electronic and missile facilities in Louisiana and Florida, and a printing company in Rockville, Maryland were arranged by the Training Branch during the month. A total of 60 people participated in these programs.

e. Arrangements have been made with the help of the Security Branch and P&DS to obtain IR imagery material from a number of sources throughout the country. This material will be utilized in the IR course being developed by the Texas Instruments of Dallas and scheduled to begin on 19 April.

50X1 f. The Reading Improvement Course with 15 students started on 15 February and will continue until 16 April. [] PD is serving as instructor of this course.

g. Approval has been received from the Director of Training for the conduct of a refresher typing and shorthand course in Building 213. These courses will be scheduled in late spring.

h. The Plane Trigonometry Course, which is being conducted in-house, began on 9 February with an enrollment of 14 students. This is a continuation of the program to meet the needs of IPD personnel.

i. The Chief, Foreign Installations Branch, OCR has requested that personnel of his branch be allowed to participate in the Center's on-site training programs. He has been advised that we will be able to accommodate a limited number of people on most of the local trips, but that participation in the Type I extended trips would be very limited in view of the oversubscription of requirements within the Center for this type of program.

j. Initial discussions have been undertaken with the Intelligence School, OTR concerning the presentation of a modified intelligence orientation course in the Center. These discussions indicate that such a course could be conducted during the period 29 March - 9 April. Further discussions scheduled with OTR regarding this program.

3. Security Branch

50X1 a. On 24 and 25 February, the Security Branch provided physical and technical facilities for photographing all DIA personnel in Building 213 in conjunction with that Agency's current re-badging program. Security Branch personnel photographed approximately [] persons on the two days.

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b. On 17 February, a Security Branch representative met with the Chief, Survey Branch, Physical Security Division, to discuss Agency violation policy. Both general policy and specific cases were discussed.

c. The Director, NSA has been requested to authorize expansion of the gray telephone services in Building 213 when the new gray telephone equipment becomes available in June. This request had as its basis a recent study undertaken concerning our present utilization of the equipment and our anticipated needs.

4. Logistics Branch

a. A survey has been conducted in the PSD Photo Lab area to determine suitable locations for the new 10-20-40X enlargers now on order. It is estimated that approximately \$3500 will be required to ready the locations for the enlargers with a major portion being the cost of bringing compressed air lines into the area.

b. On 15 February representatives of the Logistics Branch accompanied Real Estate and Construction Division representatives and the Deputy Assistant. Plans and Development Staff on an inspection of the area in [] proposed for P&DS's requirement for a [] conference room. RECD/OL is checking on the availability of space in other locations in the vicinity. The space in [] was determined to be unsuitable as it would require extensive alterations.

c. The IPD move has been completed along with the move of the 1401 computer and both are now in operation. The remaining portion of the IPD alterations have been approved by the DDS and the design work will be accomplished in the near future.

d. All of the major alterations planned for the first, second, third, and sixth floors have been completed except for installation of louvers in certain areas on the third floor. GSA and the contractor are negotiating this particular job. As a result of the deletions requested by the Publications Division, the additional alterations for the second and fourth floors have been submitted for a new cost estimate. It is expected that this work will be accomplished by a change order to the Beiro contract.

e. GSA has determined that the installation of thermopane windows is the best solution to the condensation problem for the windows on the sixth floor. The total cost for the installation of thermopane is estimated at approximately \$11,500. Design work by GSA in letting of bids will take approximately six weeks. *and*

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f. The GSA proposal to correct the Navy Yard Super-Heated Steam System in order to have it accommodate the air-conditioning system for Building 213 has been approved by Navy Yard engineers. Bids for this corrective work have been solicited.

g. Although all five of the air-conditioning systems in the building have been cleaned within the past six to eight months, dust particles have again been found in all of the systems. Arrangements are being made with the GSA engineers to check out the systems and to paint and spray where necessary in an attempt to solve this problem.

50X1 h. Work is still expected to begin on the Toxic Exhaust System sometime in late March; however, a last minute change in the system will have to be made in order to take into consideration the incoming Eastman Kodak equipment with its air-conditioning requirements. [redacted] of RECD/OL is working closely with the Logistics Branch to firm up this new requirement.

i. The design for the de-ionized water system is expected to be completed by 15 March and to be placed on bid the same day.

50X1 j. Representatives of P&DS, Logistics Branch, and [redacted] of the Office of Logistics were briefed on 25 February on the COSA/TRON system. This system may be useful to the Center in answering its toxic exhaust problem. P&DS and Logistics Branch will undertake further analysis of this system in relation to our problem.

k. All corridors in Building 213 have been scheduled for repainting. This repainting is to be accomplished by mid-March.

50X1 l. On 25 February the Chief, Logistics Branch and the Contract Support Assistant, LB met with [redacted] of P&DS and [redacted] of Eastman Kodak to discuss administrative 50X1 procedures under the AL-14 Contract. The meeting was arranged primarily for the indoctrination of [redacted] who have just recently 50X1 been assigned to the contract as Technical Monitor and administrator, respectively. NPIC requested closer coordination of activities under this contract, particularly when the contractor exceeded or planned to exceed by significant amounts the cost estimates approved for PAR's.

[redacted]
Chief, Support Staff
NPIC

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